

PROVIDENCE HOUSING AUTHORITY

BOARD OF COMMISSIONERS

ANNUAL MEETING: December 11, 2008

PHA Conference Room 100 Broad Street Providence, RI 02903

CALL TO ORDER

Chairman Waldman called the meeting to order at 5:05 p.m.

ROLL CALL

The Executive Director called the roll:

Present Absent

Paul F. Waldman

Dolores Cascella

JT. Taylor

Barbara Fields

Robert Clarkin

Jaime Castillo

Raymond Murphy (Excused)

John Igliazzi

Nicholas Narducci

Hillary Silver (Excused)

Dorothy Waters (Excused)

Six members were present, constituting a quorum.

RESIDENTS' COMMENTS

There were no comments from residents.

APPROVAL OF MINUTES (November 13, 2008)

Chairman Waldman called for approval of the November 13th meeting minutes. Commissioner Fields moved approval of the minutes. Commissioner Clarkin seconded the motion. A vote was taken. There being no opposition, Chairman Waldman declared the minutes approved.

CHAIRMAN'S REPORT

General Comments

Chairman Waldman welcomed everyone to the meeting and stated that the purpose of this meeting is to celebrate our accomplishments and recognize organizations and persons who have unselfishly donated their time, resources and energy on behalf of the Providence Housing Authority, improved the lives of our clients and residents, and helped us to fulfill our mission and goals. We also recognize members of our staff for outstanding achievement during the past year.

Chairman Waldman also noted that Kim Dawley, Human Resources Manager, was in attendance, and that we are very happy to see her as

she is a very important part of our family and a very dear friend. Kim is currently being treated for leukemia and her treatment is going very well.

Nominating Committee: Election of Officers

Commissioner Cascella, Chairman of the Nominating Committee, stated that the bylaws require the election of officers every two years.

This year the Nominating Committee, consisting of Commissioners Cascella, Waters, and Clarkin, submit the following names for nomination: Paul Waldman, Chairman; Barbara Fields, Vice Chairman; and Dolores Cascella, Second Vice-Chairman. Chairman Waldman asked for other nominations. There being none the Nominating Committee moved to accept the nominations. Chairman Fields seconded the motion. A vote was taken. There being no opposition, Chairman Waldman declared the motion approved.

COMMITTEE REPORTS

Budget, Finance & Audit Committee

Commissioner Castillo presented the report to be entered into the record. [See the attached report.]

Asset Management/Capital Improvements Committee

Marvin Carmody, Director of Asset Management, presented the report to be entered into the record. [See the attached report.]

Resident Services Committee

Talitha VanDenBerghe, Special Projects Officer, presented the report to be entered into the record. [See the attached report.]

EXECUTIVE DIRECTOR'S REPORT

Monthly Management Report

The Executive Director stated that the Monthly Management Report is included in each Commissioner's packet. It is a 60 to 70 page report that includes all of the performance indicators for the housing authority, and if anyone has any questions please feel free to call him.

Attention to Items in Board Packet

This month new President-Elect and the Stimulus Package are emphasized. Executive Director O'Rourke wrote a letter to the entire congressional delegation asking them to make sure to include public housing in the Stimulus Package. Both the Governor and the Mayor have included public housing in their recommendations, and the PHA sent letters to both of them applauding their efforts, and asking them to remember us in their funding. We hope to get our Operating Subsidy back up to 100%, and to receive funds for needed capital improvements.

Commissioner Fields stated that she would like to commend the Executive Director on making a successful effort to publicize the Housing Authority with currently relevant topics such as the Energy Performance Contract. This will help public housing to be considered an important part of the infrastructure of the city and state.

Presentation of Employees of the Quarter

The Executive Director introduced David Malkasian as the Employee of the quarter for April, 2008. Nominated by both his supervisor and site manager, David is described as an employee who consistently works above his job classification. He holds an excellent attendance record, consistently receives above average performance evaluations, demonstrates exceptional ability in repairing appliances, plumbing work and excels in grounds maintenance. David's willingness to perform above and beyond his regular job duties is always done with a smile on his face. He demonstrates a general compassion for what needs to happen by voicing his concerns, ideas and opinions. He has a good relationship with both maintenance and management staff as well as PHA residents. He volunteers for overtime whenever needed. He is a good example of a dedicated hardworking PHA employee

The Executive Director introduced Olga Morales as the Employee of the quarter for July, 2008. Olga began working for the Housing Authority as a volunteer in our youth program and has rapidly progressed to her current position. She is described as Cheerful, reliable, hardworking and well liked by all members of the department. In the past year funding cuts have forced employees to take on additional responsibilities. Olga has done so with willingness and eagerness allowing the department to fulfill many of its goals and objectives.

The Executive Director introduced Marta Valencia as the Employee of the quarter for October, 2008. Marta is described by her supervisor as a conscientious, professional and great asset to the Hartford Park team. Marta is often challenged with the daunting task of maintaining confidential data for 508 units of public housing. She completes as many as 80+ annual re-certifications per quarter with little or no assistance. Her work is always neat and concise. Marta often goes above and beyond her assigned duties, going so far as to assume the role of site manager in her supervisor's absence. She knows when deadlines are approaching, even those that are not her own and does her best to assist in the preparation of materials and prompts others to perform accordingly.

Presentation of Employee of the Year / Runner Ups

The Executive Director stated that there were two Runner Up awards for Employee of the year. He introduced Robert Thibodeau as the first. Bob has worked for the Housing Authority for over twenty years. He has an outstanding attendance record. Both his immediate supervisor and his department director feel he is worthy of this honor based on his work ethic and his attitude towards the success of the PHA's mission. Bob always makes himself available for overtime, no matter how tedious the assignment. He is a very versatile employee. His talents lie in many areas including boiler work, electrical, fencing and landscaping along with all aspects of his job specifications. He is a motivated self-starter who always works in the best interest of the

Authority.

The Executive Director introduced the Leased Housing Department as the second Runner up. The Leased Housing Department was nominated as a whole by its Director. Director De la Rosa felt it was not fair to select one individual for this award when we consistently emphasize teamwork within the department. For the past twelve years, the Leased Housing department was learned to work together to get the job done. And it does that very well. They have received the designation of “High Performer” with a perfect score for five consecutive years from the Section 8 Management Assessment Program (SEMAP) and anticipate perfect score for fiscal year 2008 as well. In 2006, the staff earned a national NAHRO Merit Award for the innovative program to recoup unreported income of more than \$350,000. In a department of twenty diverse personalities, it can at times be difficult to agree, but when it comes to goals and objectives and deadlines, the staff works together as t team to achieve these goals.

The Executive Director then introduced Terry Aigoro as the Employee of the Year for 2008. Terri is described by her supervisor as someone who exemplifies what it means to be an outstanding employee. She is always respectful and productive. She provides applicants with exceptional customer service. She has a thorough knowledge of the application process and the ability to make others feel as ease. With recent reductions in staff, she has had to assume additional

responsibilities which she has easily integrated into her daily routine, training volunteers to handle some of the clerical burden and organized her workload so that there is little interruption in productivity. She often works beyond her scheduled hours, rarely takes a break and never asks for compensation. Her dedication and skills make her an essential member of the Resident Selection Office and an outstanding representative of the Providence Housing Authority. Terri's co-workers describe her as a dedicated, conscientious employee who many times works through her lunch hour and beyond her schedule hours. She goes above and beyond to help her fellow employees in need. When asked to do something outside her job description, she never says it's not my job, she just does it, She is a great team player and well deserving of this award.

Presentation of Awards of Appreciation to Organizations

Each year the Housing Authority honors organizations who collaborate with the PHA to provide services to residents. The following organizations were recognized this year:

Kris Leveillee, Senior Branch Manager, Boys & Girls Clubs of Providence

The Boys & Girls Clubs of Providence as selected for recognition for its role in collaborating with our Resident Services Department to provide recreational and social services to the youth living in PHA developments.

Hillary Salmons, Executive Director, Providence After School Alliance
PASA was selected for recognition for its role in providing services to the PHA's youth through their AfterZone Program at Perry Middle School and for providing valuable in-kind and technical assistance in the form of staff development training.

Stephen Hall, Regional Executive for Rhode Island, National Grid
National Grid was selected for recognition for its role in providing generous rebates in conjunction with our Energy Performance Contract with Ameresco Company.

Jennie Johnson, Executive Director, CityYear
CityYear was selected for recognition for its role in painting the tot lot at the PHA's Chad Brown development and for assistance in the Olneyville AfterZone at Perry Middle School.

RESOLUTION(S)

Resolution #4171

Resolution 4171 expresses appreciation to the Community Partners and Employees being recognized this evening and applauding their contributions to fulfilling the mission of the Providence Housing Authority. Commissioner Clarkin moved approval with Commissioner Fields seconding the motion. A vote was taken. There was no opposition by members present. Chairman Waldman declared the resolution passed.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

ADJOURNMENT

There being no further business, Chairman Waldman accepted a motion from Commissioner Cascella, which was seconded by Commissioner Castillo, to adjourn the meeting at 7:00 p.m.

Submitted by: Approved by:

Beth Herosy Stephen J. O'Rourke

Recording Secretary Executive Director